

# Verification of Policy Understanding for Interns and Volunteers

Policy #	Policy Title	Link
DCS Standard	DCS Mission Statement	<a href="https://www.tn.gov/dcs/about-us/mission.html">https://www.tn.gov/dcs/about-us/mission.html</a>
DCS Form	Employee Acknowledgement HIPAA CS-0731	<a href="https://files.dcs.tn.gov/intranet/forms/0731.pdf">https://files.dcs.tn.gov/intranet/forms/0731.pdf</a>
DCS Form	Employee Code of Conduct CS-0732	<a href="https://files.dcs.tn.gov/intranet/forms/0732.pdf">https://files.dcs.tn.gov/intranet/forms/0732.pdf</a>
DCS Form	Employee Acknowledgement - Valid Motor Vehicle License, Insurance and Registration CS-0733 (if applicable)	<a href="https://files.dcs.tn.gov/intranet/forms/0733.pdf">https://files.dcs.tn.gov/intranet/forms/0733.pdf</a>
DCS Form	Employee Conflict of Interest Statement CS-0748	<a href="https://files.dcs.tn.gov/intranet/forms/0748.pdf">https://files.dcs.tn.gov/intranet/forms/0748.pdf</a>
DCS Form	Employee Drug Free Workplace Acknowledgement PR-0278	<a href="https://files.dcs.tn.gov/intranet/forms/0278PR.pdf">https://files.dcs.tn.gov/intranet/forms/0278PR.pdf</a>
DCS Standard	Reporting Abuse	<a href="https://apps.tn.gov/carat/">https://apps.tn.gov/carat/</a>
DCS 1.9	Prohibition of Use of Tobacco and Smoking Products	<a href="https://files.dcs.tn.gov/policies/chap1/1.9.pdf">https://files.dcs.tn.gov/policies/chap1/1.9.pdf</a>
DCS 4.8	Drug Free Workplace	<a href="https://files.dcs.tn.gov/policies/chap4/4.8.pdf">https://files.dcs.tn.gov/policies/chap4/4.8.pdf</a>
DCS 4.10	Conflict of Interest	<a href="https://files.dcs.tn.gov/policies/chap4/4.10.pdf">https://files.dcs.tn.gov/policies/chap4/4.10.pdf</a>
DCS 4.20	Workplace Harassment	<a href="https://files.dcs.tn.gov/policies/chap4/4.20.pdf">https://files.dcs.tn.gov/policies/chap4/4.20.pdf</a>
DCS 4.29	Workplace Violence Prevention Guidelines	<a href="https://files.dcs.tn.gov/policies/chap4/4.29.pdf">https://files.dcs.tn.gov/policies/chap4/4.29.pdf</a>
DCS 4.30	DCS Volunteer Services Program	<a href="https://files.dcs.tn.gov/policies/chap4/4.30.pdf">https://files.dcs.tn.gov/policies/chap4/4.30.pdf</a>
DCS 1.10	Title VI Program and Complaint Process	<a href="https://files.dcs.tn.gov/policies/chap1/1.10.pdf">https://files.dcs.tn.gov/policies/chap1/1.10.pdf</a>

## Intern or Volunteer:

1. My signature below indicates that I have read and understand these TDCS policies.
2. I have been given the opportunity to ask questions for clarification.
3. I know where to locate copies of these policies at my work site.
4. I understand that for the purpose of this training, policies which refer to "employee" may be interpreted to apply to me, though my status is that of a non-compensated volunteer or intern.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_